



April 20<sup>th</sup> , 2021 2:30pm  
**Minutes - PAC Meeting**

*Board Members:*

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Cassidy Wennesheimer, President	Amber Pearce, Interim Treasurer
Amber Pearce, VP	Emily Lambert, Fundraising/SCRIP Coordinator
Ande Golden, Secretary	Rachel Todd, Co-Outreach Coordinator
	OPEN, Co-Outreach Coordinator

*Staff Invitees:*

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Jill Godtland, Site Administrator

<b>Topic</b>	<b>Owner</b>
1. Welcome; Meeting Call to Order 2:37pm	Cassidy
2. Approve Minutes From: a. Rachel motioned and Amber 2 <sup>nd</sup> - minutes approved	Cassidy
3. President  a. Jumpathon- work to figure out who winner is for classes. Separate out the paypal donations to the correct classes.	Cassidy
4. VP/Treasurer a. Updated budget was shared before the meeting- everything is on track as we have we have planned it so far. b. A good amount of donations have come in so far for the jumpathon	Amber
5. Secretary	Ande
6. Fundraising/SCRIP Coordinator  a. Teacher appreciation- gift cards 1. Starbucks- 2.7%, amazon 2.25%, Barnes and Noble- 8%, Bath and Body- 12% 2. We will get the cards through SCRIP to sell to the parents on Wednesday of Teacher Appreciation Week	Emily

3. Monday-Notes to the teacher (sell flowers at pickup for Tuesday), Tuesday- Flowers, Wednesday- Favorite things (list updated on website) (sell gift cards for Friday), Thursday- Artwork (sell gift cards for Friday), Friday- gift cards
4. Emily and Amber will put the gift card pack together for parents to purchase
5. Emily will create flyer for the weekly newsletter, the website, and to go home
6. Parents volunteers to help make signs to put out at pickup and drop off as reminders to purchase flowers and cards

7. Outreach Coordinator

Rachel

- a. Office Depot account needs to be set up so we can run our own copies out of our budget. Possibly make large banners for events that are yearly but where we can change the date
  - i. See's candy, Art Show, Jumpathon etc. signs to reuse
- b. For bookkeeping ease, we need to create binders/electronic files with information about each event we do yearly so it is easier to coordinate and look back through. Create a file on google drive with flyers from the events and contact information as well as job descriptions so when we are recruiting parent volunteers, they see and understand the time commitment and position better. We may have a better volunteer turnout if parents had a better understanding of what was expected.

8. Old Business

9. New Business-open for comments or ideas

- a. Penny wars- Rachel is getting jugs together for each class to have up at the front office for classes to donate pennies to. This will be a small event since it falls around the same time as the jumpathon and the art auction. McClain's class has already had the information put out, but the other classes will be getting the information shortly for all to participate in.

10. Thank you for attending; meeting adjourned 3:24pm

Cassidy

- a. Amber motioned and Emily 2<sup>nd</sup> Meeting adjourned.